



Old Town Knightdale Small Area Plan UPDATE

Town of Knightdale Planning Department

June 1, 2006

Dear Old Town Stakeholder:

This short flyer is being produced to help keep you informed as we move forward towards the development of a small area plan for Old Town Knightdale.

Recent Progress:

On May 17, the Town Council approved the Request for Proposals (RFP) that was prepared by the Planning Department, and these RFPs were sent out on May 19 to the seven (7) consulting firms who responded to the original Request for Qualifications. The Planning Department has been busy answering questions from these firms as they seek to gain an even better understanding of what is being asked of them.

Currently:

Deadline to receive RFPs: **Monday, June 5.**

A brief report will be given to the Town Council at their regular meeting that same evening at 7:00pm in the Town Council Chambers.

On June 6, the proposals will be distributed to the Selection Committee:

- two (2) Planning Department members
- two (2) Town Council members
- two (2) Land Use Review Board members
- two (2) local residents.

This committee will be using scoring sheets and a set of criteria that were published in the RFP to evaluate each proposal.

Should no clear favorite emerge from the written evaluation process, the top scoring firms will be invited to participate in an interview process that will be evaluated in the same manner. Once the firms have received a final ranking from the Selection Committee, the Town will begin the contract negotiation process.

Next Steps:

Once a contract has been negotiated, we expect the consultant to "hit the ground running" after the 4th of July holiday. **It is highly anticipated that the public meeting and public participation processes will start shortly thereafter, and your input will be actively sought out.** The Planning Department will work diligently with the selected consultant to advertise these meetings and do our best to make people aware of these opportunities.

What Can I Be Doing Now?

Whether you are an Old Town resident, a resident of the larger Knightdale community, a local business owner, an historic society member, a civic leader, you can help by **sharing this flyer** with others around you and encouraging people to participate in this process.

As always, any questions may be directed to my office at 217-2245. If you know of someone else who is interested in receiving information like this in the future, please have them contact me, and I will gladly add them to the distribution list.

- Jeff Triezenberg, AICP
Planner II—Long Range
Project Manager

